

LAC+USC MEDICAL CENTER POLICY

Subject: KEY, LOCK AND BADGE CONTROL		Original Issue Date: 9/24/08	Policy # 661
		Supersedes: 1/12/16	Effective Date: 7/19/19
Departments Consulted: Facilities Management Los Angeles County Sheriff's Department (LASD) Support Services Nursing Services Pharmacy Management	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer (Signature on File) Chief Executive Officer	

PURPOSE

The LAC+USC Medical Center shall provide facilities access and security procedures to assist key holders in maintaining the security of the LAC+USC Medical Center Facilities. It is the responsibility of each key holder to ensure that such procedures are followed and to maintain the security of the LAC+USC Medical Center buildings and facilities to which they have access. Key holders are responsible for physically securing access points upon entering or leaving a room or facility during and after operational hours.

POLICY

Key(s) and access badge, for all Medical Center buildings, will be issued to employees, medical staff and others, as authorized by the area Senior Executive Council (SEC) member for their assigned area(s). Request for master key(s) to any building will require appropriate justification and approval of the Chief Executive Officer.

TYPES OF KEYS

Building Master Keys:

Building master keys will open all exterior and interior doors in the designated building except for special locks, which are not on the master system, due to highly sensitive security reasons. The Chief Executive Officer must approve requests for all "Building Master" keys.

Department Master Keys:

Department master keys will open exterior building doors and interior doors in designated department areas. The Senior Executive Council (SEC) member, responsible for their area(s) of responsibility is authorized to approve requests for "Department Master" keys.

Individual Keys:

Individual room keys are issued to employees and others authorized to have room keys. Requests for "Individual" keys must be approved by the SEC member assigned to the area. Individual keys may also open designated exterior doors to allow building entry.

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All Medical Center keys and access badges are maintained and issued from the Facilities Management Locksmith Shop. No other department is authorized to issue keys. The Locksmith Shop maintains records on all Medical Center keys. When there is no longer a need for a key it must be returned in person to the Locksmith Shop.

General Provisions:

1. All keys are issued by the LAC+USC Medical Locksmith Shop shall remain property of the LAC+USC Medical Center.
2. Any exemptions, changes, or special provisions to this policy will be made only with the approval of the LAC+USC Medical Center CEO or designee.
3. This key policy is in effect for all key holders. It will be equally enforced for all key holders, except where special provisions have been made by the LAC+USC Medical Center CEO.
4. Each building will have the exterior doors keyed off of the building master.
5. LAC+USC Medical Center, Los Angeles County Sheriff's Department (LASD) and Facilities Management Engineers shall have access to all areas, to include special rooms keyed off of the building master, unless special provisions are provided for by the LAC+USC Medical Center CEO.
6. All special "high" security situations involving special security measures will be coordinated between the LAC+USC Medical Center, Locksmiths, Facilities departments and Los Angeles County Sheriff's Department (LASD).
7. All mechanical/equipment rooms will be keyed off of the building master.

Key/Badge Issuance:

1. To receive an authorized key and access badge, employees or others must obtain an Online Key Request authorization submitted by the appropriate manager or supervisor and approved by a SEC member.
2. The employee or other individual listed on the key authorization form comes to the Locksmith Shop (room GH346) to sign for the key(s). Keys will only be issued to individuals with a County ID Badge. The locksmith issues keys Monday – Friday from 7:00 AM to 3:00 PM. Keys and access badge must be picked-up from the locksmith within three days of the date on the key request form.
3. The locksmith will establish a computer file for all individuals issued keys. The file requires an employee number or prior approved special number for non-county employees. The computer record will show all keys issued to the individual and all keys lost or returned to the locksmith.

4. Padlocks are issued following the same procedure as key and access badge issuance.

Returning Keys:

1. All keys that are no longer needed due to reassignments shall be returned to Facilities Management Locksmith Shop. Under no circumstance are keys to be transferred to any other individual or left with the department.
2. All keys shall be returned to Facilities Management Locksmith Shop by the area manager when employees are terminated, resign, or retire. Proper paper work will be required for exiting employees.
3. Final employee check could be held until all keys and access badges have been accounted for.
4. A receipt will be issued to the individual each time keys are returned or picked up upon request.

Lost Keys:

1. A **\$ 10.00** charge for every key issued to the affected area along with a **\$ 10.00** charge for each core to be replaced will be assessed to a key holder who has signed for any key that is not returned, lost or stolen.
 - o Example-
 - Room (A) - 4 keys issued to employees
 - 4 X \$10.00 = \$40.00 + \$10.00 core change = \$50.00
2. If a badge access card is lost or stolen a charge of **\$ 25.00** will be assessed to the badge holder.
3. A **\$ 20.00** charge will be assessed to a key holder who has signed for any LA County issued padlocks that is not returned, lost or stolen.
4. If a key is lost or stolen, it is the responsibility of the individual assigned the key to immediately notify the department who authorized said key. Failure to do so may result in the loss of key privileges. Once the department has been notified, it is the department's responsibility to notify the Facilities Locksmith Shop. The Locksmith Shop will then notify [LAC+USC Medical Center and the Los Angeles County Sheriff's Department] (LASD).
5. Any damaged or broken key or access card must be returned to the Facilities Locksmith Shop in order to be replaced at no charge.
6. When **keys/access card** are identified as unaccountable, employee will be required to return with a cashier's receipt for lost keys.

7. Keys or badges found shall be returned to the Locksmith Shop. This will ensure that all inquiries for lost key(s) or badge will be direct one location.

High Security Areas:

1. All Narcotic lock boxes have a specific and individual unique key. There is only one key issued per Narcotic box. There will be a \$150.00 charge for re-keying a Narcotic lock box if the key is lost.
1. Each Medication Room has a different key. There are a maximum of three keys issued for each Medication Room. There is a \$25.00 charge for each Medication Room key that is lost or stolen.
2. The Chief Pharmacist shall approve all requests for pharmacy storage keys.
3. Hazardous materials rooms and other specialized access areas shall be keyed on an individual system with no building master key access. The Director of Facilities Management shall approve all requests for such areas.

Special Keys:

Special individual rooms such as (high security areas, evidence room, Cashier's area, etc.) may be keyed independent of a building master key system if a written request has been submitted by the area Medical Center Executive Council (SEC) member and approved by the LAC+USC Medical Center CEO.

Desks, Files, Lockers and Safe keys:

The Locksmith Shop does not maintain a record file on all desk, file or safe keys. The locksmith can provide replacement keys for some of these items but there is no assurance that all requests will be satisfied. It is recommended that each department maintain a file of these keys including a spare key so that copy keys can be made in the event of loss.

Re-keying Locks:

Re-keying of locks or safe combination change may be requested due to increased access needs, lost keys, or a variety of other reasons. An HS-2 signed by a SEC member is required to have a lock re-keyed.

Access to Locked Areas:

The Los Angeles County Sheriff's Department (LASD) is authorized to open locked areas in an emergency for access by authorized personnel. The AOD or ANO shall approve the Los Angeles Sheriff's Department (LASD) opening locked areas. The Los Angeles County Sheriff's Department (LASD) shall maintain a log of all requests to open locked areas for emergencies. An employee that leaves their keys at home can get a loner key(s) for use for one day by contacting the

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Locksmith Shop at 323-409-6400 Mon – Fri 7:00am to 3:00 pm. No loner keys will be issued during nights or weekends.

Abandoned employee lockers will only be opened after the 10 day (Request to Remove Content Notice) has expired. The locker will be opened in the presence of the Los Angeles County Sheriff's Department (LASD), area Administrator and the locksmith. The contents will be inventoried and turned over to the area Administrator for proper disposal.

Contractors and Vendors:

1. Requests for keys for contractors and vendors shall be approved by the Director of Facilities Management and the appropriate SEC member. A key shall be authorized only when no other reasonable means of access is available.
2. When approved, vendors and contractors will be required to check out a key and returned to the Locksmith shop each day from 7:00 am to 3:00 pm, unless prior arrangements are made and approved by Facilities Management Director.
3. A key shall be issued by the Locksmith Shop following the key issuance procedure.
4. Specific terms of access shall be made in writing to the contractor or vendor. The contractor or vendor shall be notified that they are responsible for any results from use of the key including loss or re-keying.
5. The contractor or vendor may be requested to post a deposit as collateral until the key is returned.
6. If the key is not returned, the contractor or vendor will not be paid or allowed on Medical Center grounds.

Unauthorized Keys and Locks:

1. It is a violation of this policy to attempt or to have any LAC+USC Medical Center keys duplicated by anyone other than the Facilities Lock Shop personnel. [The LAC+USC Medical Center, Los Angeles County Sheriff's Department (LASD)] and Facilities personnel will have the authority to confiscate any duplicated key(s). Any persons in violation of this policy may have their key issuance privileges revoked and will be subject to disciplinary action.
2. It is a violation of this policy to change, add to, or alter any LAC+USC Medical Center approved and installed locking system by anyone other than the Facilities Locksmith Shop. This includes the installation of hasp and padlock or privately supplied locking devices. These devices will be removed and the department or individual responsible for the room will be charged for all costs incurred.

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RESPONSIBILITY

All Hospital Staff
Medical Staff

REVISION DATES

September 11, 2012; January 12, 2016; July 19, 2019